



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: August 4, 2023

CLOSING DATE OF ANNOUNCEMENT: August 18, 2023

POSITION TITLE: Emergency Services Coordinator/Risk Assessment Officer

SUPERVISES: No

STARTING SALARY: \$59,841.60 or Negotiable or Depending on Experience

GRADE: 14

FLSA STATUS: Exempt

NUMBER OF POSITIONS: 1

STATUS: Permanent

HOURS: Full Time

BENEFITS: Highly competitive package **See below*

SUBJECT TO P.L. 101-630: Yes - This position works with our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

This position will work under the direct supervision of the Tribal Administrator in the development and implementation of a reservation-wide emergency management program, assist as the Susanville Indian Rancheria/Lassen Indian Health Center's (SIR/LIHC) liaison on emergency preparedness issues, assist in the coordination of training programs, and help administer the submittal process for grants and federal and state reimbursement claims for the SIR/LIHC costs during emergency operations.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Develops, maintains, and implements the SIR/LIHC Emergency Operation Plan, Continuity of Operations Plan (COOP), and Hazard Vulnerability Analysis (HVA).
- Personally responds, when capable, to the scene of local disasters on a round-the-clock basis (24 hours a day, 7 days a week) and supervises and conducts operations under physically and emotionally stressful circumstances as directed by the Tribal Administrator.
- Must work on a flexible, non-standard work schedule when required and capable of responding to large-scale disaster incidents, locally and reservation wide as part of disaster relief operations.

- In the event of an emergency, assists in determining the type and magnitude of the emergency and coordinates with the Tribal Administrator to initiate immediate contact with, and provide information to, the Tribal Chairperson and LIHC Chief Executive Officer/Chief Operating Officer.
- Must stay abreast of general plans and functions of emergency management at the tribal, local, state, and federal levels.
- Researches and analyzes data related to emergency management to compile written reports concisely and efficiently.
- Comprehend, interpret, and apply regulations, procedures, and related emergency management information.
- Responds to requests for information or assistance by phone, fax, email, in writing, or in person, including making presentations to the Tribal Business Council, community organizations or groups.
- Conducts the SIR/LIHC's emergency preparedness training courses, information booths, and other activities. Coordinates the set-up and instruction of these activities; prepares and distributes announcements and schedules; processes registrations; and maintains inventory records.
- Establishes contacts and maintains effective working relationships with federal, state, local and other agencies to aid in emergency planning.
- Schedules and maintains records of emergency management training for all personnel.
- Drafts and prepares grant applications to aggressively seek continued funding of the program.
- Promotes safety and health awareness through internal company memoranda, newsletters, and specific training programs.
- Serves as the Tribal Safety Officer and chairperson of the SIR/LIHC Safety Committee; conducts meetings, reviews minutes and safety inspection reports.
- Attends necessary meetings and trainings, and maintains certifications in support of the SIR/LIHC Emergency Services program and practices.
- Provides emergency services and Tribal resiliency related educational opportunities to Tribal members and Tribal employees.
- Performs other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to develop, maintain, and implement the SIR/LIHC's Emergency Operation Plan, COOP, and HVA.
- B. Ability to relate well to other staff members, community members, and outside agencies.
- C. Skills in computer word processing.
- D. Possess effective interpersonal and leadership skills.
- E. Possess well-developed verbal and written communication skills and abilities.
- F. Skills in writing emergency plans and standard operating procedures.
- G. Ability to delegate responsibilities in emergency situations.
- H. Ability to initiate office and community activities.

MINIMUM QUALIFICATIONS:

- 1. Must have a high school diploma or equivalent from an accredited high school.
- 2. Must have a valid California driver's license or license from current residence state.
- 3. Must pass P.L. 101-630 background check.
- 4. Must pass a pre-employment drug test.
- 5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

- 6. Bachelor's degree in related field (i.e., Community Planning, Public Health Administration, Criminal Justice, Public Administration or Educational Administration). Experience may be substituted for the required education on a year for year basis.
- 7. Two years similar or related experience performing analytical or administrative staff work related to planning, analysis, management, implementation and presentation of emergency management or emergency response program activities.
- 8. Must have completed ICS-100, ICS-200, ICS-700, ICS-300, and ICS-400 or the ability to complete within 90 days.
- 9. Certification from FEMA for E0580 Emergency Management Framework for Tribal Governments.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY:

The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computer, printers, or record boxes. Occasionally lifts heavy objects (over 50 pounds). Job requires average agility and dexterity.

2. WORKING ENVIRONMENT:

Occasional exposure to objectional conditions or variations such as those found in variable weather conditions or light industrial settings.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

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| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 rd Preference: | All other applicants. |

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases; eligibility for annual merit increases; sixteen paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to wbrown@sir-nsn.gov or faxed to [530-251-1895](tel:530-251-1895) or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.